



Residential Subdivision Inspection Checklist

This checklist incorporates all items that must be completed prior to scheduling an inspection for a Building Department fire release letter. Completion of these items will ensure that a fire release letter is granted at the first inspection.

- The fire department must have on file a signed set of civil drawings. All signatures in the title sheet signature block must be filled in.
- The fire department must have an electronic copy of all sheets of the civil drawings. All electronic formats shall be submitted on Windows OS formatted diskettes, zip disks or compact disk (CD). E-mailed copies will **not** be accepted at this time. The submitted electronic copy **shall be labeled with name of and address of project.**

Electronic formats may be submitted in either of the following data formats listed below:

DWG (Applies to **AUTOCAD** drawing file)- **Any AutoCAD DWG version is accepted.**

DXF (Drawing Interchange file)-Any DXF version is accepted.

- The fire department must have an electronic version or hard copy of a subdivision map showing the address numbers of all lots. If this is not available at the time fire release is needed, the developer may have up to 60 days to provide this information.
- All streets must be paved. If the subdivision consists of 40 or more homes, there must be two points of access and both must be paved and usable at the time of inspection. For emergency access, barricades across streets limiting access to construction areas may utilize chains **ONLY** in conjunction with portable barricades that provide a minimum 12 feet clearance and meet City of Elk Grove Public Works Standards. Concrete or other barricades that restrict access to less than 12 feet are not permitted.
- Fire hydrants must be installed and in service. Subdivisions having 26 or more homes shall have a minimum of two points of connection to a water main. Both of these connections must be made at the time of inspection. For safety of firefighters, please ensure trenches around hydrants are filled in. Additionally, please open all hydrants prior to inspection to verify they are in service.
- Street signs must be installed at all intersections to identify streets. Please verify the correct spelling of street names prior to installation. Temporary signs are acceptable



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provided they are legible. Street signs identifying the streets that must be used to access the subdivision shall also be installed.

- For areas with streets not yet incorporated in the Thomas Guide, please send a fax of a subdivision map with driving directions from the nearest major street.

If you are unsure if a disk of the civil plans or addresses is on file, please email the area inspector for verification.

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